

Department of Environmental Protection



Minimum Entrance Requirements

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ENTRANCE REQUIREMENTS FOR CLERKS

Clerk I:

None.

Clerk II:

Applicants must have at least (A) one year of full-time, or equivalent part-time, experience in office work, or (B) any equivalent combination of the required experience and the substitutions below.

Clerk III:

Applicants must have at least (A) two years of full-time, or equivalent part-time, experience in office work, or (B) any equivalent combination of the required experience and the substitutions below.

Clerk IV:

Applicants must have at least (A) three years of full-time, or equivalent part-time, experience in office work, or (B) any equivalent combination of the required experience and the substitutions below.

Clerk V:

Applicants must have at least (A) four years of full-time, or equivalent part-time, experience in office work, of which (B) at least one year must have been in a supervisory or administrative capacity, or (C) any equivalent combination of the required experience and the substitutions below.

Clerk VI:

Applicants must have at least (A) five years of full-time, or equivalent part-time, experience in office work, of which (B) at least two years must have been in a supervisory or administrative capacity, or (C) any equivalent combination of the required experience and the substitutions below.

Substitutions:

- I. A diploma as evidence of graduation from the commercial or business course of a recognized high school or vocational/technical high school may be substituted for a maximum of one year of the required (A) experience.*

(CLERKS Continued)

- II. A diploma as evidence of graduation from a course other than the commercial or business course of a recognized high school or vocational/technical high school or possession of a Massachusetts high school equivalency certificate may be substituted for a maximum of eight months of the required (A) experience.*
- III. A diploma for completion of a one-year, full-time, or equivalent part-time, program in a recognized, non-degree granting business or secretarial school above the high school level may be substituted for a maximum of one year of the required (A) experience.*
- IV. A diploma for completion of a two-year, full-time, or equivalent part-time, program in a recognized, non-degree granting business or secretarial school above the high school level may be substituted for a maximum of two years of the required (A) experience.*

*Education toward such a degree or diploma will be prorated on the basis of the proportion of the requirements actually completed.

NOTE: Educational substitutions will only be permitted for a maximum of two years of the required (A) experience. No substitutions will be permitted for the required (B) experience.

ENTRANCE REQUIREMENTS FOR MAIL CLERKS

Mail Clerk II:

Applicants must have at least (A) one year of full-time, or equivalent part-time, experience in office work or in work in which the processing of incoming and/or outgoing mail (for example, delivering, sorting, weighing, metering, etc.) was a major duty.

Mail Clerk III:

Applicants must have at least (A) two years of full-time, or equivalent part-time, experience in office work or in work in which the processing of incoming and/or outgoing mail (for example, delivering, sorting, weighing, metering, etc.) was a major duty.

XIII. SPECIAL REQUIREMENTS:

Based on assignment, possession of a current and valid Massachusetts Class 3 Motor Vehicle Operator's License.

ENTRANCE REQUIREMENTS FOR EDP ENTRY OPERATORS

EDP Entry Operator I:

None.

EDP Entry Operator II:

Applicants must have (A) at least one year of full-time, or equivalent part-time, clerical experience in the operation of electronic data processing data entry equipment or statistical machines such as key punch, key to disk, key to tape and verifiers, or (B) any equivalent combination of the required experience and the substitutions below.

EDP Entry Operator III:

Applicants must have (A) at least two years of full-time, or equivalent part-time, clerical experience in the operation of electronic data processing data entry equipment or statistical machines such as key punch, key to disk, key to tape and verifiers, or (B) any equivalent combination of the required experience and the substitutions below.

EDP Entry Operator IV:

Applicants must have (A) at least three years of full-time, or equivalent part-time, clerical experience in the operation of electronic data processing data entry equipment or statistical machines such as key punch, key to disk, key to tape and verifiers, and (B) which at least one year must have been in supervisory or administrative capacity, or (C) any equivalent combination required experience and the substitutions below.

Substitutions:

- I. A certificate or diploma as evidence of completion of a course of study in business or electronic data processing or computer programming may be substituted for a maximum of one year of the required (A) experience.*
- II. An Associate's degree in business or electronic data processing or computer programming may be substituted for a maximum of two years of the required (A) experience.*

Note: No substitutions will be permitted for the required (B) experience.

*Education toward such a certificate, diploma or degree will be prorated on the basis of the proportion of the requirements actually completed.

ENTRANCE REQUIREMENTS FOR WORD PROCESSING OPERATORS

Word Processing Operator I:

Applicants must have at least (A) two years of full-time, or equivalent part-time experience in office work the major duties of which included typing, or (B) any equivalent combination of the required experience and the substitutions below.

Word Processing Operator II:

Applicants must have at least (A) three years of full-time, or equivalent part-time experience in office work, the major duties of which included typing and of which at least (B) one year must have been involved in the operation of word processing equipment; or (C) any combination of such experience and the substitutions below.

Substitutions:

- I. A diploma or evidence of graduation from a commercial or business course of a recognized high school or vocational/technical high school may be substituted for a maximum of one year of the required (A) experience.*
- II. A diploma as evidence of graduation from a course other than a commercial or business course of a recognized high school or vocational/technical high school or possession of a Massachusetts high school equivalency certificate may be substituted for a maximum of eight months of the required (A) experience.*
- III. A diploma for completion of a program in a recognized, non-degree granting business or secretarial school above the high school level may be substituted for a maximum of one year of the required (A) experience.*
- IV. An Associate's or higher degree may be substituted for a maximum of one year of the required (A) experience.*

*Education toward such a degree or diploma will be prorated on the basis of the proportion of the requirements actually completed.

ENTRANCE REQUIREMENTS FOR ACCOUNTANTS

Accountant I:

Applicants must have at least (A) one year of full-time or equivalent part-time, professional experience in accounting or auditing, or (B) two years of full-time, or equivalent part-time, paraprofessional experience in accounting or auditing, or (C) any equivalent combination of the required (A) experience and the substitutions below.

Accountant II:

Applicants must have at least (A) two years of full-time, or equivalent part-time, professional experience in accounting or auditing, or (B) any equivalent combination of the required experience and the substitutions below.

Accountant III:

Applicants must have at least (A) three years of full-time, or equivalent part-time, professional experience in accounting or auditing, of which at least (B) one year must have been in a supervisory, administrative or managerial capacity, or (C) any equivalent combination of the required experience and the substitutions below.

Accountant IV:

Applicants must have at least (A) four years of full-time, or equivalent part-time, professional experience in accounting or auditing, of which at least (B) two years must have been in a supervisory, administrative or managerial capacity, or (C) any equivalent combination of the required experience and the substitutions below.

Accountant V:

Applicants must have at least (A) five years of full-time, or equivalent part-time, professional experience in accounting or auditing, of which at least (B) three years must have been in a supervisory, administrative or managerial capacity or (C) any equivalent combination of the required experience and the substitutions below.

Substitutions:

- I. An Associate's degree with a major in accounting, business administration or business management may be substituted for a maximum of one year of the required (A) experience.*
- II. A Bachelor's degree with a major in accounting, business administration or business management may be substituted for a maximum of two years of the required (A) experience.*

(ACCOUNTANTS continued)

- III. A Graduate degree with a major in accounting, business administration or business management may be substituted for a maximum of two years of the required (A) experience and one year of the required (B) experience.*

*Education toward such a degree will be prorated on the basis of the proportion of the requirements actually completed.

NOTE: Educational substitutions will only be permitted for a maximum of one year of the required (B) experience.

XIII. SPECIAL REQUIREMENTS:

Based on assignment, possession of a current and valid Massachusetts Class 3 Motor Vehicle Operator's License may be required.

ENTRANCE REQUIREMENTS FOR ADMINISTRATIVE ASSISTANTS

Administrative Assistant I:

Applicants must have at least (A) two years of full-time, or equivalent part-time, experience in office management, office administration, business administration or business management, the major duties of which included one or more of the following functions: purchasing, personnel management, budgeting, accounting, records management, work simplification, grants management, contract administration or program management, or (B) any equivalent combination of the required experience and the substitutions below.

Administrative Assistant II:

Applicants must have at least (A) three years of full-time, or equivalent part-time, experience in office management, office administration, business administration or business management, the major duties of which included one or more of the following functions: purchasing, personnel management, budgeting, accounting, records management, work simplification, grants management, contract administration or program management, or (B) any equivalent combination of the required experience and the substitutions below.

Substitutions:

- I. An Associate's or higher degree with a major in business administration, business management or public administration may be substituted for a maximum of two years of the required experience.*
- II. An Associate's or higher degree with a major other than in business administration, business management or public administration may be substituted for a maximum of one year of the required experience.*
- * Education toward such a degree will be prorated on the basis of the proportion of the requirements actually completed.

NOTE: Educational substitutions will only be permitted for a maximum of two years of the required experience.

ENTRANCE REQUIREMENTS FOR AUDITORS

Auditor I:

Applicants must have at least (A) one year of full-time, or equivalent part-time, professional experience in accounting or auditing, or (B) any equivalent combination of the required experience and the substitutions below.

Auditor II:

Applicants must have at least (A) two years of full-time, or equivalent part-time, professional experience in accounting or auditing, or (B) any equivalent combination of the required experience and the substitutions below.

Auditor III:

Applicants must have at least (A) three years of full-time, or equivalent part-time, professional experience in accounting or auditing, or (B) any equivalent combination of the required experience and the substitutions below.

Auditor IV:

Applicants must have at least (A) four years of full-time, or equivalent part-time, professional experience in accounting or auditing, of which at least (B) one year must have been in supervisory, administrative or managerial capacity, or (C) any equivalent combination of the required experience and the substitutions below.

Substitutions:

- I. A Bachelor's degree with a major in accounting, business administration or business management may be substituted for a maximum of one year of the required (A) experience.*
- II. A Graduate degree with a major in accounting, business administration or business management may be substituted for a maximum of two years of the required (A) experience.*

* Education toward such a degree will be prorated on the basis of the proportion of the requirements actually completed.

NOTE: Educational substitutions will only be permitted for a maximum of two years of the required (A) experience. No substitution will be allowed for the required (B) experience.

XII. SPECIAL REQUIREMENTS:

Based on assignment, possession of a current and valid Massachusetts Class 3 Motor Vehicle Operator's license may be required.

ENTRANCE REQUIREMENTS FOR COUNSEL

XII. MINIMUM ENTRANCE REQUIREMENTS:

Counsel I:

None. (See Section XIII, Special Requirements.)

Counsel II:

Applicants must have at least (A) one year of full-time, or equivalent part-time, professional experience in the practice of law or in a position requiring membership in the Bar.

XIII. SPECIAL REQUIREMENTS:

Membership in the Massachusetts Bar Association.

Based on assignment, possession of a current and valid Massachusetts Class 3 Motor Vehicle Operator's License may be required.

ENTRANCE REQUIREMENTS FOR EDP PROGRAMMERS

EDP Programmer I:

Applicants must have at least (A) one year of full-time, or equivalent part-time, professional experience in electronic data processing work, the major duties of which included computer programming and/or computer systems analysis, or (B) any equivalent combination of the required experience and the substitutions below.

EDP Programmer II:

Applicants must have at least (A) two years of full-time, or equivalent part-time, professional experience in electronic data processing work, the major duties of which included computer programming and/or computer systems analysis or (B) any equivalent combination of the required experience and the substitutions below.

EDP Programmer III:

Applicants must have at least (A) three years of full-time, or equivalent part-time, professional or managerial experience in electronic data processing, of which (B) at least one year must have been in work in which the major duties included computer systems analysis, or (C) any equivalent combination of the required experience and the substitutions below.

EDP Programmer IV:

Applicants must have at least (A) four years of full-time, or equivalent part-time, professional experience in electronic data processing work the major duties of which included computer programming or computer systems analysis, of which (B) at least two years must have been in a supervisory capacity, or (C) any equivalent combination of the required experience and the substitutions below.

EDUCATIONAL SUBSTITUTIONS:

- I. An Associate's degree with a major in the field of data processing or computer programming may be substituted for a maximum of one year of the required (A) experience.*
- II. A Bachelor's degree with a major in the field of data processing or computer and/or information science may be substituted for a maximum of two years of the required (A) experience.*
- III. A Graduate degree with a major in the field of data processing or computer and/or information science may be substituted for a maximum of two years of the required (A) experience.*

(EDP PROGRAMMERS continued)

- IV. A diploma for completion of a two year full-time, or equivalent part-time, program in a recognized non-degree granting business or vocational/technical school above the high school level with a major in the field of computer programming may be substituted for a maximum of one year of the required (A) experience.*
- V. An official transcript from a recognized business or vocational/technical school as evidence of completion of a program consisting of at least 650 hours of instruction in the field of computer programming may be substituted for a maximum of one year of the required (A) experience.
- VI. Graduation from the data processing course of a recognized vocational/technical high school may be substituted for a maximum of one year of the required (A) experience.*

No substitution will be allowed for more than two years of the required (A) experience.

No substitution will be allowed for the required (B) experience.

- * Education toward such a degree or diploma will be prorated on the basis of the proportion of the requirements actually completed.

NOTES: At the undergraduate level, one year of education is equal to thirty semester hours or its equivalent and will be substituted for the required experience as indicated above. If your school is not on the semester hour system, a letter must be provided by your school documenting the relationship of their credits to semester hours.

- Credits toward a graduate degree or higher shall be prorated to years of educational substitution based on the requirements actual completed.
- If you are using your educational credentials as substitution for the number of years experience necessary to meet the entrance requirements stated on this vacancy announcement, documentation (copy of diploma or transcript must be provided by/at the time of the initial interview).

ENTRANCE REQUIREMENTS FOR EDP SYSTEMS ANALYSTS

EDP Systems Analyst I:

Applicants must have at least (A) two years of full-time, or equivalent part-time, professional experience in electronic data processing work the major duties of which included computer programming and/or computer systems analysis, or (B) any equivalent combination of the required experience and the substitutions below.

EDP Systems Analyst II:

Applicants must have at least (A) three years of full-time, or equivalent part-time, professional experience in electronic data processing, or which (B) at least one year must have been in work in which the major duties included computer systems analysis, or (C) any equivalent combination of the required experience and the substitutions below.

EDP Systems Analyst III:

Applicants must have at least (A) four years of full-time, or equivalent part-time, professional experience in electronic data processing of which (B) at least two years must have been in work in which the major duties included computer systems analysis, or (C) any equivalent combination of the required experience and the substitutions below.

EDP Systems Analyst IV:

Applicants must have at least (A) five years of full-time or equivalent part-time, professional experience in electronic data processing, of which (B) at least three years must have been in work in which the major duties included computer systems analysis, or (C) any equivalent combination of the required experience and the substitutions below.

SUBSTITUTIONS:

- I. An Associate's degree with a major in the field of data processing or computer programming may be substituted for a maximum of one year of the required (A) experience.*
- II. A Bachelor's degree with a major in the field of data processing or computer and/or information science may be substituted for a maximum of two years of the required (A) experience.*
- III. A Graduate degree with a major in the field of data processing or computer and/or information science may be substituted for a maximum of two years of the required (A) experience.*

(EDP SYSTEMS ANALYSTS continued)

- IV. A diploma for completion of a two year full-time, or equivalent part-time, program in a recognized non-degree granting business or vocational/technical school above the high school level with a major in the field of computer programming may be substituted for a maximum of one year of the required (A) experience.*
- V. An official transcript from a recognized business or vocational/technical school as evidence of completion of a program consisting of at least 650 hours of instruction in the field of computer programming may be substituted for a maximum of one year of the required (A) experience.*
- VI. Graduation from the data processing course of a recognized vocational/technical high school may be substituted for a maximum of one year of the required (A) experience.

* Education toward such a degree or diploma will be prorated on the basis of the proportion of the requirements actually completed.

NOTE: No substitution will be allowed for more than two years of the required (A) experience.

NOTE: No substitution will be allowed for the three years of the required (B) experience.

ENTRANCE REQUIREMENTS FOR INFORMATION OFFICERS

Information Officer I:

Applicants must have at least (A) two years of full-time, or equivalent part-time, technical or professional experience in public relations, publicity, advertising, or public information as a writer, reporter or journalist, or (B) any equivalent combination of the required experience and the substitutions below.

Information Officer II:

Applicants must have at least (A) three years of full-time, or equivalent part-time, technical or professional experience in public relations, publicity, advertising, or public information as a writer, reporter or journalist, or (B) any equivalent combination of the required experience and the substitutions below.

Information Officer III:

Applicants must have at least (A) four years of full-time, or equivalent part-time, technical or professional experience in public relations, publicity, advertising, or public information as a writer, reporter or journalist, and (B) of which at least one year must have been in a supervisory, administrative or managerial capacity, or (C) any equivalent combination of the required experience and the substitutions below.

Substitutions:

- I. An Associate's degree with a major in communications or advertising may be substituted for a maximum of one year of the required (A) experience.*
- II. A Bachelor's degree with a major in journalism, advertising, communications or public relations may be substituted for a maximum of two years of the required (A) experience.*

INFORMATION OFFICERS continued)

III. A Graduate degree with a major in journalism, advertising communications or public relations may be substituted for a maximum of three years of the required (A) experience.*

* Education toward such a degree will be prorated on the basis of the proportion of the requirements actually completed.

NOTE: No substitutions will be permitted for the required (B) experience.

XIII.SPECIAL REQUIREMENTS:

Based on assignment, possession of a current and valid Massachusetts Class 3 Motor Vehicle Operator's license may be required.

ENTRANCE REQUIREMENTS FOR PROGRAM COORDINATOR SERIES

Program Coordinator I:

Applicants must have at least (A) two years of full-time, or equivalent part-time, professional, administrative or managerial experience in business administration, business management or public administration the major duties of which involved program management, program administration, program coordination, program planning and/or program analysis, or (B) any equivalent combination of the required experience and the substitutions below.

Program Coordinator II:

Applicants must have at least (A) three years of full time, or equivalent part-time, professional, administrative or managerial experience in business administration, business management or public administration the major duties of which involved program management, program administration, program coordination, program planning and/or program analysis, or (B) any equivalent combination of the required experience and the substitutions below.

Program Coordinator III:

Applicants must have at least (A) four years of full-time, or equivalent part-time, professional, administrative or managerial experience in business administration, business management or public administration the major duties of which involved program management, program administration, program coordination, program planning and/or program analysis, and (B) of which at least one year must have been in a supervisory capacity, or (C) any equivalent combination of the required experience and the substitutions below.

Substitutions:

- I. A Bachelor's degree with a major in business administration, business management or public administration may be substituted for a maximum of two years of the required (A) experience.*
- II. A Graduate degree with a major in business administration, business management or public administration may be substituted for a maximum of three years of the required (A) experience.*

(PROGRAM COORDINATOR continued)

- III. A Bachelor's or higher degree with a major other than in business administration, business management or public administration may be substituted for a maximum of one year of the required (A) experience.*

* Education toward such a degree will be prorated on the basis of the proportion of the requirements actually completed.

NOTE: No substitutions will be permitted for the required (B) experience.

XIII. SPECIAL REQUIREMENTS:

Based on assignment, possession of a current and valid Massachusetts Class 3 Motor Vehicle Operator's license may be required.

ENTRANCE REQUIREMENTS FOR TRAINING PROGRAM COORDINATORS

Training Program Coordinator I:

Applicants must have at least (A) two years of full-time, or equivalent part-time, professional experience in personnel work which included the coordination, development or implementation of employee training programs, or (B) any equivalent combination of the required experience and the substitution below.

Training Program Coordinator II:

Applicants must have at least (A) three years of full-time, or equivalent part-time, professional experience in personnel work included the coordination, development or implementation or employee training programs, or (B) any equivalent combination of the required experience and the substitution below.

Substitution:

- I. A Bachelor's degree or higher with a major in public administration, personnel administration, psychology or education may be substituted for a maximum of two years of the required experience.*

* Education toward such a degree will be prorated on the basis of the proportion of the requirements actually completed.

Environmental Analyst Series

Department of Personnel Administration

XII. MINIMUM ENTRANCE REQUIREMENTS

Environmental Analyst I:

Applicants must have at least (A) two years of full-time, or equivalent part-time, technical or professional experience in the field of environmental science, biology, chemistry, earth science, environmental health, meteorology, natural science, toxicology or public health, or (B) any equivalent combination of the required experience and the substitutions below.

Substitutions:

- I. An Associate's degree with a major in environmental science, biology, chemistry, earth science, environmental health, meteorology, natural science, toxicology or public health may be substituted for a maximum of one year of the required experience.*
- II. A Bachelor's or higher degree with a major in environmental science, biology, chemistry, earth science, environmental health, meteorology, natural science, toxicology or public health may be substituted for the required experience.*

*Education toward such a degree will be prorated on the basis of the proportion of the requirements actually completed.

Environmental Analyst II:

Applicants must have at least (A) three years of full-time, or equivalent part-time, technical or professional experience in the field of environmental science, biology, chemistry, earth science, environmental health, meteorology, natural science, toxicology or public health, of which (B) at least one year must have been in a professional capacity, or (C) any equivalent combination of the required experience and the following substitutions.

Substitutions:

- I. An Associate's degree with a major in the field of environmental science, biology, chemistry, earth science, environmental health, meteorology, natural science, toxicology or public health may be substituted for a maximum of one year of the required (A) experience.*
- II. A Bachelor's degree with a major in the field of environmental science, biology, chemistry, earth science, environmental health, meteorology, natural science, toxicology or public health may be substituted for a maximum of two years of the required (A) experience.*

(Environmental Analyst Series continued)

- III. A Graduate degree with a major in environmental science, biology, chemistry, earth science, environmental health, meteorology, natural science, toxicology or public health may be substituted for the required experience.*

* Education toward such a degree will be prorated on the basis of the proportion of the requirements actually completed.

Environmental Analyst III:

Applicants must have at least (A) four years of full-time, or equivalent part-time, technical or professional experience in the field of environmental science, biology, chemistry, earth science, environmental health, meteorology, natural science, toxicology or public health, of which (B) at least two years must have been in a professional capacity, or (C) any equivalent combination of the required experience and the substitutions below.

Substitutions:

- I. An Associate's degree with a major in the field of environmental science, biology, chemistry, earth science, environmental health, meteorology, natural science, toxicology or public health may be substituted for a maximum of one year of the required (A) experience.*
- II. A Bachelor's degree with a major in the field of environmental science, biology, chemistry, earth science, environmental health, meteorology, natural science, toxicology or public health may be substituted for a maximum of two years of the required (A) experience.*
- III. A Graduate degree with a major in the field of environmental science, biology, chemistry, earth science, environmental health, meteorology, natural science, toxicology or public health may be substituted for a maximum of three years of the required (A) experience and one year of the required (B) experience.*

* Education toward such a degree will be prorated on the basis of the proportion of the requirements actually completed.

NOTE: Educational substitutions will only be permitted for a maximum of one year of the required (B) experience.

(Environmental Analyst Series continued)

Environmental Analyst IV:

Applicants must have at least (A) five years of full-time, or equivalent part-time, technical or professional experience in the field of environmental science, biology, chemistry, earth science, environmental health, meteorology, natural science, toxicology or public health, of which (B) at least three years must have been in a professional capacity, and of which (C) at least one year must have been in a supervisory, managerial or administrative capacity, or (D) any equivalent combination of the required experience and the following substitutions.

Substitutions:

- I. An Associate's degree with a major in the field of environmental science, biology, chemistry, earth science, environmental health, meteorology, natural science, toxicology or public health may be substituted for a maximum of one year of the required (A) experience.*
- II. A Bachelor's degree with a major in the field of environmental science, biology, chemistry, earth science, environmental health, meteorology, natural science, toxicology or public health may be substituted for a maximum of one year of the required (A) experience.*
- III. A Graduate degree with a major in environmental science, biology, chemistry, earth science, environmental health, meteorology, natural science, toxicology or public health may be substituted for a maximum of three years of the required (A) experience and one year of the required (B) experience.*

* Education toward such a degree will be prorated on the basis of the proportion of the requirements actually completed.

NOTE: Educational substitutions will only be permitted for a maximum of one year of the required (B) experience. No substitutions will be permitted for the required (C) experience.

(Environmental Analyst Series continued)

Environmental Analyst V:

Applicants must have at least six years of full-time, or equivalent part-time, technical or professional experience in the field of environmental science, biology, chemistry, earth science, environmental health, meteorology, natural science, toxicology or public health, of which (B) at least four years must have been in a professional capacity, and of which (C) at least two years must have been in a supervisory, managerial or administrative capacity, or (D) any equivalent combination of the required experience and the following substitutions.

Substitutions:

- I. An Associate's degree with a major in the field of environmental science, biology, chemistry, earth science, environmental health, meteorology, natural science, toxicology or public health may be substituted for a maximum of one year of the required (A) experience.*
- II. A Bachelor's degree with a major in the field of environmental science, biology, chemistry, earth science, environmental health, meteorology, natural science, toxicology or public health may be substituted for a maximum of two years of the required (A) experience.*
- III. A Graduate degree with a major in environmental science, biology, chemistry, earth science, environmental health, meteorology, natural science, toxicology or public health may be substituted for a maximum of three years of the required (A) experience and one year of the required (B) experience.*

* Education toward such a degree will be prorated on the basis of the proportion of the requirements actually completed.

NOTE: Educational substitutions will only be permitted for a maximum of one year of the required (B) experience. No substitutions will be permitted for the required (C) experience.

(Environmental Analyst Series continued)

Environmental Analyst VI:

Applicants must have at least (A) six years of full-time, or equivalent part-time, technical or professional experience in the field of environmental science, biology, chemistry, earth science, environmental health, meteorology, natural science, toxicology of public health, of which (B) at least five years must have been in a professional capacity, and of which (C) at least three years must have been in a supervisory, managerial or administrative capacity, or (D) any equivalent combination of the required experience and the following substitutions.

Substitutions:

- I. An Associate's degree with a major in the field of environmental science, biology, chemistry, earth science, environmental health, meteorology, natural science, toxicology or public health may be substituted for a maximum of one year of the required (A) experience.*
- II. A Bachelor's degree with a major in the field of environmental science, biology, chemistry, earth science, environmental health, meteorology, natural science, toxicology or public health may be substituted for a maximum of two years of the required (A) experience.*
- III. A Graduate degree with a major in environmental science, biology, chemistry, earth science, environmental health, meteorology, natural science, toxicology or public health may be substituted for a maximum of three years of the required (A) experience and one year of the required (B) experience.*

* Education toward such a degree will be prorated on the basis of the proportion of the requirements actually completed.

NOTE: Educational substitutions will only be permitted for a maximum of one year of the required (B) experience. No substitutions will be permitted for the required (C) experience.

XII.SPECIAL REQUIREMENTS:

Based on assignment, possession of a current and valid Massachusetts Class 3 Motor Vehicle Operator's License.

Occupational Group 25
Revised 4/89

MINIMUM ENTRANCE REQUIREMENTS
DEPARTMENT OF PERSONNEL ADMINISTRATION

Environmental Engineer I:

Applicants must have at least (A) two years of full-time, or equivalent part-time, technical or professional experience in the field of environmental engineering, civil engineering, sanitary engineering, mechanical engineering, chemical engineering or public health engineering, or (B) any equivalent combination of the required experience and the substitutions below.

Environmental Engineer Series

Substitutions:

- I. An Associate's degree with a major in civil engineering or civil engineering technology may be substituted for a maximum of one year of the required experience.*
- II. A Bachelor's or higher degree with a major in environmental engineering, civil engineering, civil engineering technology, sanitary engineering, mechanical engineering, chemical engineering or public health engineering may be substituted for the required experience.*

*Education toward such a degree will be prorated on the basis of the proportion of the requirements actually completed.

Environmental Engineer II:

Applicants must have at least (A) three years of full-time, or equivalent part-time, technical or professional experience in the field of environmental engineering, civil engineering, sanitary engineering, mechanical engineering, chemical engineering or public health engineering and (B) of which at least one year must have been in a professional capacity, or (C) any equivalent combination of the required experience and the substitutions below.

Substitutions:

- I. An Associate's degree with a major in civil engineering or civil engineering technology may be substituted for a maximum of one year of the required (A) experience.*
- II. A Bachelor's degree with a major in environmental engineering, civil engineering, civil engineering technology, sanitary engineering, mechanical engineering, chemical engineering or public health engineering may be substituted for a maximum of two years of the required (A) experience.*

Environmental Engineer Series continued:

- III. A Graduate degree with a major in environmental engineering, civil engineering, sanitary engineering, mechanical engineering, chemical engineering or public health engineering may be substituted for the required experience.*

*Education toward such a degree will be prorated on the basis of the proportion of the requirements actually completed.

Environmental Engineer III:

Applicants must have at least (A) four years of full-time, or equivalent part-time, technical or professional experience in the field of environmental engineering, civil engineering, sanitary engineering, mechanical engineering, chemical engineering or public health engineering and (B) of which at least two years must have been a professional capacity, or (C) any equivalent combination of the required experience and the substitutions below.

Substitutions:

- I. An Associate's degree with a major in civil engineering or civil engineering technology may be substituted for a maximum of one year of the required (A) experience.*
- II. A Bachelor's degree with a major in environmental engineering, civil engineering, civil engineering technology, sanitary engineering, mechanical engineering, chemical engineering or public health engineering may be substituted for a maximum of two years of the required (A) experience.*
- III. A Graduate degree with a major in environmental engineering, civil engineering, sanitary engineering, mechanical engineering, chemical engineering or public health engineering may be substituted for a maximum of three years of the required (A) experience and one year of the required (B) experience.*

*Education toward such a degree will be prorated on the basis of the proportion of the requirements actually completed.

NOTE: Educational substitutions will only be permitted for a maximum of one year of the required (B) experience.

Environmental Engineer Series Continued:

Environmental Engineer IV:

Applicants must have at least (A) five years of full-time, or equivalent part-time, technical or professional experience in the field of environmental engineering, civil engineering, sanitary engineering, mechanical engineering, chemical engineering or public health engineering and (B) of which at least three years must have been in a professional capacity and (C) of which at least one year must have been in a supervisory, managerial or administrative capacity, or (D) any equivalent combination of the required experience and the substitutions below.

Substitutions:

- I. An Associate's degree with a major in civil engineering or civil engineering technology may be substituted for a maximum of one year of the required (A) experience.*
- II. A Bachelor's degree with a major in environmental engineering, civil engineering, civil engineering technology, sanitary engineering, mechanical engineering, chemical engineering or public health engineering may be substituted for a maximum of two years of the required (A) experience.*
- III. A Graduate degree with a major in environmental engineering, civil engineering, sanitary engineering, mechanical engineering, chemical engineering or public health engineering may be substituted for a maximum of three years of the required (A) experience and one year of the required (B) experience.*

*Education toward such a degree will be prorated on the basis of the proportion of the requirements actually completed.

NOTE: Educational substitutions will only be permitted for a maximum of one year of the required (B) experience. No substitutions will be permitted for the required (C) experience.

Environmental Engineer V:

Applicants must have at least (A) six years of full-time, or equivalent part-time, technical or professional experience in the field of environmental engineering, civil engineering, sanitary engineering, mechanical engineering, chemical engineering or public health engineering and (B) of which at least four years must have been in a professional capacity and (C) of which at least two years must have been in a supervisory, managerial or administrative capacity, or (D) any equivalent combination of the required experience and the substitutions below.

Environmental Engineer Series continued:

Substitutions:

- I. An Associate's degree with a major in civil engineering or civil engineering technology may be substituted for a maximum of one year of the required (A) experience.*
- II. A Bachelor's degree with a major in environmental engineering, civil engineering technology, sanitary engineering, mechanical engineering, chemical engineering or public health engineering may be substituted for a maximum of two years of the required (A) experience.*
- III. A Graduate degree with a major in environmental engineering, civil engineering, sanitary engineering, mechanical engineering, chemical engineering or public health engineering may be substituted for a maximum of three years of the required (A) experience and one year of the required (B) experience.*

*Education toward such a degree will be prorated on the basis of the proportion of the requirements actually completed.

NOTE: Educational substitutions will only be permitted for a maximum of one year of the required (B) experience. No substitutions will be permitted for the required (C) experience.

Environmental Engineer VI:

Applicants must have at least (A) six years of full-time, or equivalent part-time, technical or professional experience in the field of environmental engineering, civil engineering, sanitary engineering, mechanical engineering, chemical engineering or public health engineering and (B) of which at least five years must have been in a professional capacity and (C) of which at least three years must have been in a supervisory, managerial or administrative capacity, or (D) any equivalent combination of the required experience and the substitutions below.

Substitutions:

- I. An Associate's degree with a major in civil engineering or civil engineering technology may be substituted for a maximum of one year of the required (A) experience.*
- II. A Bachelor's degree with a major in environmental engineering, civil engineering, civil engineering technology, sanitary engineering, mechanical engineering, chemical engineering or public health engineering may be substituted for a maximum of two years of the required (A) experience.*

Environmental Engineer Series continued:

- III. A Graduate degree with a major in environmental engineering, civil engineering, sanitary engineering, mechanical engineering, chemical engineering or public health engineering may be substituted for a maximum of three years of the required (A) experience and one year of the required (B) experience.*

*Education toward such a degree will be prorated on the basis of the proportion of the requirements actually completed.

NOTE: Educational substitutions will only be permitted for a maximum of one year of the required (B) experience. No substitutions will be permitted for the required (C) experience.

Regional Planner Series

Department of Personnel Administration

XII MINIMUM ENTRANCE REQUIREMENTS:

Regional Planner I:

Applicants must have at least (A) two years of full-time, or equivalent part-time technical or professional experience in urban or regional planning, environmental planning, transportation planning or land use planning, or (B) any equivalent combination of the required experience and the substitutions below.

Substitutions:

- I. A Bachelor's or higher degree with a major in urban or regional planning, environmental planning, urban studies, architecture, landscape architecture, civil, environmental, or transportation engineering or environmental sciences may be substituted for the required experience.*

*Education toward such a degree will be prorated on the basis of the proportion of the requirements actually completed.

Regional Planner II:

Applicants must have at least (A) three years of full-time, or equivalent part-time technical or professional experience in urban or regional planning, environmental planning, transportation planning or land use planning, and (B) of which at least one year must have been in a professional capacity or (C) any equivalent combination of the required experience and the substitutions below.

Substitutions:

- I. A Bachelor's degree with a major in urban or regional planning, environmental planning, urban studies, architecture, landscape architecture, landscape architecture, civil, environmental, or transportation engineering or environmental sciences may be substituted for two years of the required (A) experience.*
- II. A Graduate degree with a major in urban or regional planning, environmental planning, urban studies, architecture, landscape architecture, civil, environmental, or transportation engineering or environmental sciences may be substituted for the required experience.*

*Education toward such a degree will be prorated on the basis of the proportion of the requirements actually completed.

Regional Planner Series continued:

Regional Planner III:

Applicants must have at least (A) four years of full-time, or equivalent part-time technical or professional experience in urban or regional planning, environmental planning, transportation planning or land use planning, and (B) of which at least two years must have been in a professional capacity or (C) any equivalent combination of the required experience and the substitutions below.

Substitutions:

- I. A Bachelor's degree with a major in urban or regional planning, environmental planning, urban studies, architecture, landscape architecture, civil, environmental, or transportation engineering or environmental sciences may be substituted for two years of the required (A) experience.*
- II. A Graduate degree with a major in urban or regional planning, environmental planning, urban studies, architecture, landscape architecture, civil, environmental, or transportation engineering or environmental sciences may be substituted for three years of the required (A) experience and one year of the required (B) experience.*

*Education toward such a degree will be prorated on the basis of the proportion of the requirements actually completed.

NOTE: Educational substitutions will only be permitted for a maximum of three years of the required experience. Substitutions will only be permitted for a maximum of one year of the required (B) experience.

Regional Planner IV

Applicants must have at least (A) five years of full-time, or equivalent part-time technical or professional experience in urban or regional planning, environmental planning, transportation planning or land use planning, and (B) of which at least three years must have been in a professional capacity, and (C) of which at least one year must have been in a supervisory capacity, or (D) any equivalent combination of the required experience and the substitutions below.

Substitutions:

- I A Bachelor's degree with a major in urban or regional planning, environmental planning, urban studies, architecture, landscape architecture, civil, environmental, or transportation engineering or environmental sciences may be substituted for two years of the required (A) experience.*
- II A Graduate degree with a major in urban or regional planning, environmental planning, urban studies, architecture, landscape architecture, civil, environmental, or transportation engineering or environmental sciences may be substituted for three years of the required (A) experience and one year of the required (B) experience.*

*Education toward such a degree will be prorated on the basis of the proportion of the requirements actually completed.

NOTE: Educational substitutions will only be permitted for a maximum of three years of the required experience. Substitutions will only be permitted for a maximum of one year of the required (B) experience. No substitution will be permitted for the required (C) experience.

XIII. SPECIAL REQUIREMENTS:

Based on assignment, possession of a current and valid Massachusetts Class 3 Motor Vehicle Operator's License.

Occupational Group 03

Revised 9/89

Regional Planner V

Applicants must have at least (A) six years of full-time, or equivalent part-time technical or professional experience in urban or regional planning, environmental planning, transportation planning or land use planning, and (B) of which at least four years must have been in a professional capacity, and (C) of which at least two years must have been in a supervisory capacity, or (D) any equivalent combination of the required experience and the substitutions below.

Substitutions:

- I. A Bachelor's degree with a major in urban or regional planning, environmental planning, urban studies, architecture, landscape architecture, civil, environmental, or transportation engineering or environmental sciences may be substituted for two years of the required (A) experience.*
- II. A Graduate degree with a major in urban or regional planning, environmental planning, urban studies, architecture, landscape architecture, civil, environmental, or transportation engineering or environmental sciences may be substituted for three years of the required (A) experience and one year of the required (B) experience.*

*Education toward such a degree will be prorated on the basis of the proportion of the requirements actually completed.

NOTE: Educational substitutions will only be permitted for a maximum of three years of the required experience. Substitutions will only be permitted for a maximum of one year of the required (B) experience. No substitution will be permitted for the required (C) experience.

XIII.SPECIAL REQUIREMENTS:

Based on assignment, possession of a current and valid Massachusetts Class 3 Motor Vehicle Operator's License.

Occupational Group 03
Revised 9/89
Effective 9/4/89

GEOLOGIST

EXPERIENCE REQUIREMENTS

Applicants must have at least (A) six (6) years of full-time or equivalent part-time technical or professional experience in geology or hydrogeology of which at least (B) two years must be in a professional capacity or (C) any equivalent combination of the required experience and the educational substitutions below. (Substitutions WILL NOT be permitted for one (1) year of the required experience.)

EDUCATIONAL SUBSTITUTIONS

- I. An undergraduate degree from a recognized school with a major in geology or hydrogeology may be substituted for a maximum of four (4) years of the required (A) experience on the basis of one year of education for one year of the required experience.
- II. A graduate degree from a recognized school with a major in geology or hydrogeology may be substituted for a maximum of one year of the required (A) or (B) experience.

NOTES:

At the undergraduate level, one year of education is equal to thirty semester hours or its equivalent and will be substituted for the required experience as indicated above. If your school is not on the semester hour system, a letter must be provided by your school documenting the relationship of their credits to semester hours.

- Credits toward a graduate or higher degree shall be prorated to years of educational substitution based on the requirements actually completed.
- If you are using your educational credentials as substitution for the number of years experience necessary to meet the entrance requirements stated on this vacancy announcement, documentation (copy of diploma or transcript) must be provided by/at the time of the initial interview.

ENTRANCE REQUIREMENTS FOR LABORATORY SUPERVISOR II

EXPERIENCE REQUIREMENTS:

Applicants must have at least ten years of full-time or equivalent part-time experience in the field of Environmental chemistry or related field of Environmental Science.

EDUCATIONAL SUBSTITUTIONS:

Successfully completed years of full-time, or equivalent part-time education toward a degree in chemistry, biochemistry, or chemical engineering at a recognized school may substituted for the required experienced on the basis of one year of such education (30 semester hours or its equivalent) for one year of the required experience.

A Graduate degree in chemistry, biochemistry, or chemical engineering from a recognized college or university may be substituted for not more than five years of the required experience.

If you are using your educational credentials as a substitution for the number of years experience necessary to meet the entrance requirements stated on this announcement, documentation (copy of diploma or transcript) must be provided by/at the time of the initial interview.

AQUATIC BIOLOGIST

Aquatic Biologist I

Applicants must have at least (A) two years full-time, or equivalent part-time, professional, para-professional or technical experience in marine biology or fisheries management work, or (B) any equivalent combination of the required experience and the substitutions below.

Aquatic Biologist II

Applicants must have at least (A) three years of full-time, or equivalent part-time, professional, para-professional or technical experience in marine biology or fisheries management work, of which (B) at least one year must have been in a professional capacity, or (C) any equivalent combination of the required experience and the substitutions below.

Aquatic Biologist III

Applicants must have at least (A) four years of full-time, or equivalent part-time, professional, para-professional or technical experience in marine biology or fisheries management work, of which (B) at least two years must have been in a professional capacity, and of which (C) at least one year must have been in a supervisory capacity, or (D) any equivalent combination of the required experience and the substitutions below.

Aquatic Biologist IV

Applicants must have at least (A) five years of full-time, or equivalent part-time, professional, para-professional or technical experience in marine biology or fisheries management work, of which (B) at least three years must have been in a professional capacity, and of which (C) at least two years must have been in a supervisory capacity, or (D) any equivalent combination of the required experience and the substitutions below.

EDUCATIONAL SUBSTITUTIONS

- I. A Bachelor's or higher degree with a major in marine, fisheries, or wildlife biology; fisheries or wildlife management; marine science; or oceanography may be substituted for the required experience.*

*Education toward such a degree will be prorated on the basis of the proportion of the requirements actually completed.

- II. A Bachelor's degree with a major in marine, fisheries, or wildlife biology; fisheries or wildlife management; marine science; or oceanography may be substituted for a maximum of two years of the required experience.*

(Aquatic Biologist continued):

A Graduate degree with a major in marine, fisheries, or wildlife biology; fisheries or wildlife management; marine science; or oceanography may be substituted for the required experience.*

*Education toward such a degree will be prorated on the basis of the proportion of the requirements actually completed.

- III. A Bachelor's degree with a major in marine, fisheries, or wildlife biology; fisheries or wildlife management; marine science; or oceanography may be substituted for a maximum of two years of the required (A) or (B) experience.*

A Graduate degree with a major in marine, fisheries, or wildlife biology; fisheries or wildlife management; marine science; or oceanography may be substituted for a maximum of one year of the required (A) or (B) experience.*

Education toward such a degree will be prorated on the basis of the proportion of the requirements actually completed.

NOTE: Substitutions will not be permitted for the required (C) experience.

- IV. A Bachelor's degree with a major in marine, fisheries, or wildlife biology; fisheries or wildlife management; marine science; or oceanography may be substituted for a maximum of two years of the required (A) or (B) experience.*

A Graduate degree with a major in marine, fisheries, or wildlife biology; fisheries or wildlife management; marine science; or oceanography may be substituted for a maximum of one year of the required (A) or (B) experience.*

*Education toward such a degree will be prorated on the basis of the proportion of the requirements actually completed.

NOTE: Substitutions will not be permitted for the required (C) experience.